

# ELECTRONIC RECORDS MANAGEMENT

## "What Should I Be Doing?"

December 4, 2009

8:30 am to noon

L & I Auditorium

7273 Linderson Way SW

Tumwater, WA 98512



Washington State Archives is pleased to present a FREE workshop on electronic records management for public agencies.

This workshop will include the following topics:

- Retention schedules and electronic records
  - Emails, blogs, and social networks
  - Using what you already have
    - Going paperless

Registration is required, seating is limited. To register for this session, email Leslie Koziara [lkoziara@secstate.wa.gov](mailto:lkoziara@secstate.wa.gov) with name, agency, position, your email address and phone number.

Confirmation and directions will be sent prior to workshop.

We look forward to seeing you there!  
Questions? Call Leslie 360-586-4893